



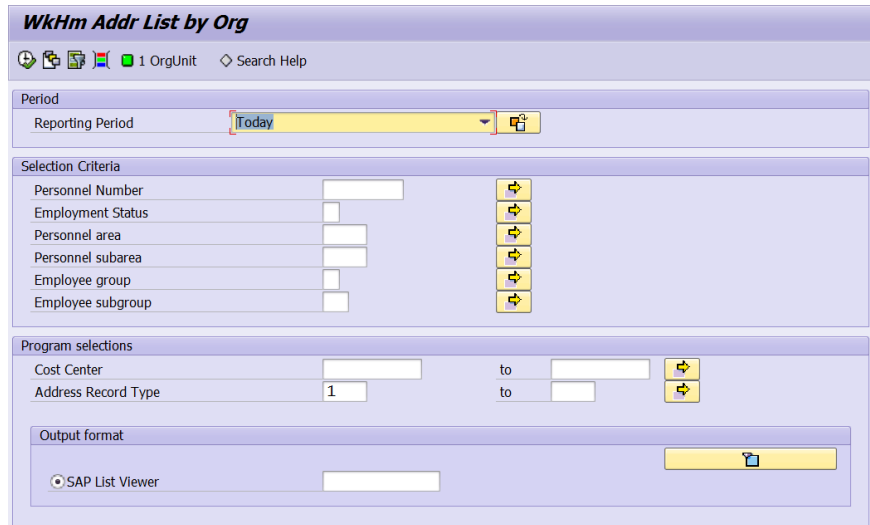


Work Home Address List by Org – Report Instructions



Use this query to display the address records for designated employees.

1. From the main screen, type transaction code: **ZPAQ040**.
2. Click the **Enter** button  or press **Enter** to continue.
3. **Org Structure** – Choose the appropriate organizational structure from the selection tree.
4. **Reporting Period** – Choose a period from the list.
5. **Address Record Type** – Enter 1 for Residential Address, Z001 for Work Address, or utilize the Multiple Selections icon to designate both.
6. Click the **Execute** icon  or press **F8** to execute the report.
7. The report displays.



WkHm Addr List by Org														
Cabinet	Cabinet Name	Cost Ctr	Cost Center	Org.unit	Organizational U.	Last name	First name	Pers.No.	Ty.	Chngd on	Street and House Number	City	Rg	Postal Code
10104572	Cabinet for Health and Family Services	5373600000	Department for Commu	10105202	Knott County Unit			00166570	1	10/03/2013				
10104572	Cabinet for Health and Family Services	5373600000	Department for Commu	10105202	Knott County Unit			00170820	1	08/23/2013				
10104572	Cabinet for Health and Family Services	5373600000	Department for Commu	10105202	Knott County Unit			00171742	1	03/24/2011				
10104572	Cabinet for Health and Family Services	5373600000	Department for Commu	10105202	Knott County Unit			00172863	1	03/24/2011				
10104572	Cabinet for Health and Family Services	5373600000	Department for Commu	10105202	Knott County Unit			00182511	1	10/14/2014				
10104572	Cabinet for Health and Family Services	5373600000	Department for Commu	10105202	Knott County Unit			00183896	1	03/24/2011				
10104572	Cabinet for Health and Family Services	5373600000	Department for Commu	10105202	Knott County Unit			00190557	1	08/02/2013				
10104572	Cabinet for Health and Family Services	5373600000	Department for Commu	10105202	Knott County Unit			00192649	1	03/24/2011				
10104572	Cabinet for Health and Family Services	5373600000	Department for Commu	10105202	Knott County Unit			00194905	1	03/24/2011				
10104572	Cabinet for Health and Family Services	5373600000	Department for Commu	10105202	Knott County Unit			00267333	1	01/07/2014				

8. Click the **Back** button  or press **F3** to exit the report.

Please note: This report will not directly provide a listing of employees with missing work addresses; however, this information can be obtained using a combination of this report and Microsoft Excel features. The Division of Employee Management provides missing work address listings to agencies on a quarterly basis to ensure the information is updated in a timely manner. If your agency requires a listing of employees without a work address between quarterly reports, please submit a business request.